



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: Career Enhancement Initiative (CEI)	GENERAL ORDER NUMBER: 305
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

It shall be the policy of the Columbia Heights Police Department to establish guidelines and delineate the responsibilities for the administration of professional training for employees of this Department. Some aspects of law enforcement are not routinely performed by the Columbia Heights Police Department. By partnering with other criminal justice and law enforcement agencies that are more proficient in those areas, the Columbia Heights Police Department seeks to create individualized training opportunities to improve service delivery to our citizens, enhance public safety in the City of Columbia Heights and meet an employee's unique interests.

305:1 Career Enhancement Initiative (CEI)

305:11 Overview of CEI Program

Employees of the Columbia Heights Police Department who have completed at least five years of service with the department will be eligible for participation in the Career Enhancement Initiative (CEI). Participation in the CEI is encouraged but not required. Employees seeking to participate in the CEI will identify an area of interest that would benefit the City and Columbia Heights Police Department. CEI opportunities may be with other units of the Columbia Heights Police Department, other law enforcement agencies or law enforcement entities in the metro area, and possibly other government agencies or private firms. CEI assignments will typically last from 1 to 3 weeks. Employees will be expected to share the information gained upon their return.

305:12 CEI Expectations

- Employees eligible for the CEI will work with their supervisor to identify possible areas of interest.

- Employees will select CEI options that are both of interest to them and of benefit to the City and Columbia Heights Police Department.
- Employees will research their area of interest and determine a potential unit, agency or organization to partner with for the CEI.
- The Captain or his designee will assist the employee in contacting the prospective unit, agency or organization to determine their willingness and ability to host the employee.
- The Captain or his designee will work with the member and their immediate supervisor to schedule the CEI. The ability to schedule one or more CEI activities in a calendar year will be contingent on the current staffing needs of the department as determined by the administration. The member can complete up to two CEI activities, which will be approved each year.
- Employees are expected to arrange their schedule to fit the host unit, agency or organization's work schedule for their specific CEI assignment. Duty shifts begin at the work location designated by the host unit, agency or organization.

- The employee will remain accountable to all general and special orders of the Columbia Heights Police Department while on CEI. Any exceptions to these rules necessitated by the assignment should be made in advance by the Captain or his designee.
- The Chief of Police has final approval for any proposed CEI.

305:13 Dress and Participation

- Any employee participating in the CEI program will be expected to wear clothing similar to the level of dress of their host unit, agency or organization. The employee will not be reimbursed for any clothing needs for the CEI program.
- Employees are expected to represent the Columbia Heights Police Department in a professional and courteous manner.
- Members are expected to actively participate in the work tasks of the host unit, agency or organization.
- Employees are expected to form and maintain professional relationships and contact with their host unit, agency or organization staff and to serve as a point of contact for ongoing information exchange between the Columbia Heights Police Department and the host unit, agency or organization.

305:14 Reimbursements of Costs and Overtime

- Travel or lodging expenses will not be reimbursed for CEI.
- Meal expense during CEI will not be reimbursed.
- Overtime during CEI must be authorized in advance by the Captain or his designee and only for hours worked in excess of 80 hours per pay period.
- Employees may use a city owned vehicle during the CEI at the Captain's discretion, and may include keeping the vehicle at the employee's residence during the CEI.
- Special equipment required for the CEI and not available from the host unit,

agency or organization may be provided by the department if practical. Employees should work with the Captain or their immediate supervisor to identify and obtain necessary equipment.

301:15 Knowledge Sharing and CEI Summary

Upon completion of CEI, and within 30 days of return to the police department, employees will be required to complete a module of instruction for roll call training. Employees will be required to complete a written summary of their experience including recommendations for policy or procedure changes to improve department operations or service delivery.

Scott Nadeau, Chief of Police

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